

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

BUYER

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments to provide services for the purchase, lease, and/or sale of commodities, products, and services. Work is performed by reviewing and editing bid specifications, developing selection criteria and vendor requirements, and selecting terms and conditions for bid packages to ensure protection of state-interest.

There are five classifications in this job.

Position Code Title – Buyer (Departmental Trainee)-E

Buyer (Departmental Trainee) 9

This is the entry level. As a departmental trainee, the employee carries out a range of professional buyer assignments while learning the methods of the work.

Position Code Title – Buyer-E

Buyer 9

This is the entry level. As a college trainee, the employee carries out a range of professional buyer assignments while learning the methods of the work.

Buyer 10

This is the intermediate level. The employee performs an expanding range of professional buyer assignments in a developing capacity.

Buyer P11

This is the experienced level. The employee performs a full range of professional buyer assignments in a full functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title – Buyer-A

Buyer 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments, which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level in the series.

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NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Reviews requisitions for accuracy of description of products, services, and modifies departmental specifications and award criteria.

Conducts surveys of purchase levels and forecasts to purchases and sales.

Investigates sources of supply for certain commodities and obtains information on new products to meet designated needs.

Approves requests for proposals, quotations, and the issuance of formal purchase requisitions.

Evaluates bids and makes recommendations for awards.

Prepares statistical data and compiles other technical information relating to contract preparation.

Works with department officials in selecting and procuring appropriate space and contacting prospective lessors.

Works with bidders, contractors, and other vendors to resolve difficulties which arise during and after the procurement and/or sales process.

Maintains records, and prepares reports and correspondence relative to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

Additional Job Duties

Buyer 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Buyer 12 (Senior Worker)

Performs on a regular basis professional buyer assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles and practices of buying.

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Knowledge of current markets and trade conditions.

Knowledge of the regulations and procedures of state governmental purchasing, leasing and/or selling.

Knowledge of business methods and practices.

Knowledge of specifications, terms and conditions, selection criteria, requisitions, contracts, purchase orders, invoices, and delivery reports.

Knowledge of the methods of competitive bidding and the sources of supply.

Knowledge of state laws, and legal documents used in the purchase, transfer and sale of real estate and buildings.

Knowledge of processes used in competitive negotiations for specific services.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Ability to read and interpret blueprints, specifications, property descriptions, requisitions, purchase orders, invoices, and delivery reports.

Ability to maintain records, and prepare reports and correspondence related to the work.

Buyer 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

Some jobs require travel.

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Physical Requirements

None.

Education for Buyer 9-12

Possession of a bachelor's degree in any major.

Experience for Buyer 9-12

Buyer 9

No specific amount or type is required.

Buyer 10

One year of professional experience in the purchase, lease or sale of goods, services, or real estate equivalent to a Buyer in state service.

Buyer P11

Two years of professional experience in the purchase, lease or sale of goods, services, or real estate equivalent to a Buyer in state service, including one year equivalent to a Buyer 10.

Buyer 12

Three years of professional experience in the purchase, lease or sale of goods, services, or real estate including one year equivalent to a Buyer P11.

Education and Experience for Buyer (Departmental Trainee) 9

Educational level typically acquired through completion of high school and four years of experience as an advanced 9-level worker in an ECP Group One classification.

OR

Educational level typically acquired through completion of high school and two years of experience as an E9-, E10-, or E11-level worker in a technician or paraprofessional ECP Group One classification.

OR

Educational level typically acquired through completion of high school and two years of experience as a first-line supervisor in an ECP Group Three classification.

OR

Educational level typically acquired through completion of high school and one year of experience as a second-line supervisor in an ECP Group Three classification.

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Educational Substitution

College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
BUYER

Job Code Description
Buyer

Position Title

Position Code

Pay Schedule

Buyer (Departmental Trainee)-E
Buyer-E
Buyer-A

BUYERTRE
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NERE-002P
NERE-174
NERE-180

ECP Group 2
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MB/VLWT/ML